PRE-CONSTRUCTION
SAFETY MUTUAL UNDERSTANDING
CONFERENCE AGENDA

MARINE CORPS RESERVE CENTER (M.C.R.C.)

PHASE II – Vehicle Maintenance Facility (VMF) & Storage Facility Renovations

W912HP-16-C-0015

Contract Award: 24 September 2016

Contractor: Four Tribes Construction Services, LLC

Location: FLOYD BENNET FIELD, BROOKLYN, NY

Contracting Officer:
Resident Engineer:
Area Engineer:
Project Manager:
Project Engineer/COR:
QA:

(b)(6)

CENAN-CO-ME (Metro East Resident Office)
Safety Mutual Understanding Conference Sign-in Sheet

Project Title: Marine Corps Reserve Center PHASE II – Vehicle Maintenance Facility (VMF) & Storage Facility Renovations
Contract Number: W912HP-16-C-0015
Contractor: Four Tribes Construction Services, LLC
Date: 12-Jan-2017

NAME (Please Print)	ORGANIZATION	PHONE NUMBER	SIGNATURES
(b)(6)	USACE - NAN	(b)(6)	
	USACE - NAN		
	USACE-NAN		
	USACE-SAC		
	USMC		
	USMC		
	Four Tribes		
	Four Tribes		
	Four Tribes		
	Four Tribes		

1. General Contract Information

Contract Number:	W912HP-16-C-0015
Contract Title:	Marine Corps Reserve Center Phase II Renovations, Brooklyn, NY
Date of Conference:	12 JAN 2017
Conference Location:	Marine Corps Reserve Center
Contractor:	Four Tribes Construction Services, LLC
Resident Engineer:	
Project Engineer/COR:	(b)(6)
Project QA:	

Description of Work

The MCRC Reserve Center complex is a 90,380 SF facility consisting of a 2-story administrative wing, a 1-story drill hall wing, Vehicle Maintenance Facility and a Storage Building (12,180 SF). The work of this project consists of the interior and exterior renovations and repairs to the Vehicle Maintenance Facility (VMF) and Storage building (3,528 SF).

2. Conference Introduction

a. Purpose of Conference

(1) The purpose of this conference is to acquaint the Contractor with safety requirements, accident prevention policies, and mishap reporting procedures of the Corps of Engineers and to emphasize to the Contractor the prime importance of safety on Corps of Engineers projects. The Contractor is totally responsible for the implementation of the Corps of Engineers Safety Program. Mutual understanding should be reached on all issues at this conference. This Safety Conference provides the opportune time to resolve differences in opinions as to safe operating methods and other safety features of work before they arise on the job. As a minimum, all items contained in this outline will be discussed at the conference.

* SSHO states all safety related documents are living documents and that request for relief from EM-385-1-1 possible. COR states is allowable but ultimate decision is made by USACE Chief of Engineers.

(2) A record of attendance and minutes of the Safety Conference, which will include comments made and mutual understanding developed, will be issued via email to the Contractor. An acknowledged copy of this letter will be returned to the Corps of Engineer and kept in the project safety file.

(3) The Contractor's written Accident Prevention Plan (APP) will be carefully reviewed and discussed. Before this conference can be held the Contractor must have submitted a written APP and it must have been preliminarily accepted by the Government. The contractor shall amend the plan per any requirements resulting from the pre-construction safety conference.

* AHAs being developed in QCS and will be submitted for approval soon.

(4) As a minimum, the Contractor shall have at the meeting a preliminary activity hazard analysis (AHA) for the first major phase(s) of work for review. The process of preparation and submission of AHA for each major phase of construction work ("Definable Feature of Work"), and their use under the Quality Control System during the Preparatory and Initial phase meetings shall be discussed and agreed upon. Activity hazard analysis requirements and mutual understanding (Preparatory) meetings for each major phase of construction shall be discussed and agreed upon.

(5) In general, the contract documents shall be reviewed and all safety requirements discussed.

b. Items to be provided to Contractor at Conference

(1) EM 385-1-1, Safety and Health Requirements Manual (via website "http://www.hnd.usace.army.mil", under "TECHINFO" then "Engineer Manuals").

(2) ENG Form 3394, Accident Investigation Report

(3) OSHA Form 300, Log of Work Related Injuries and Illnesses

(4) OSHA Form 300A, Summary of Work Related Injuries and Illnesses

c. Items to be Made Available by Contractor at Conference

	(circle one)	
(1) Preliminary Activity Hazard Analysis.	[Yes]	No
(2) Contractor's Accident Prevention Plan (APP). (must have been submitted and approved)	[Yes]	No
(3) Housekeeping Plan.	[Yes]	No
(4) Job Site Layout (trailers, storage area, temporary elect, etc.)	[Yes]	No

(Note: Below are items which apply to specialized projects or are Project Specific. Remove if not applicable)

(5) Asbestos Hazard Abatement Plan (AHAP)	[Yes]	No
(6) Lead Compliance Plan	Yes	[No]
(7) Lead Waste Management Plan	Yes	[No]

* Exclusion included in the contract for ACM testing. New ACM/Lead found not identified would be a change to the Contract. Notification will be made to COR immediately and subsequent directives will be provided thereafter.

3. Accident Prevention Procedures, Roles and Responsibilities

a. Contractor Responsibilities

The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. The Contractor is fully responsible for implementation of the Corps of Engineers Safety Program per the terms of the contract, including EM 385-1-1, Safety and Health Requirements Manual, and referenced standards, and all OSHA requirements, safety measures included in the Special Provisions of the contract, and such other safety codes and standards as are applicable to the work at hand. The aim of the program is to protect the lives and health of persons exposed to operations on the contract and to safeguard property and equipment from loss or destruction resulting from accidents. All equipment, materials and procedures shall comply with contract safety requirements.

b. Contractor Safety Staff

The Contractor must provide a safety oversight team that includes a minimum of one (1) full-time person to function as the Site Safety and Health Officer (SSHO) on this job. The individual will have authority to take action in all safety matters, including shut-down of all non-compliant activities. To ensure continuity, a replacement individual shall be available to fill-in when unforeseen emergencies, vacations, etc. arise, part or full-time. Safety Manager shall be provided for all shifts while work is being performed, and the individuals shall have no other duties except safety-related activities. The Contractor assigned QC System Manager CANNOT fill the role of a SSHO on this project.

(1) The SSHO shall have taken 24 hours of formal classroom or online safety and health related coursework in the past four (4) years.
(2) 30 hour OSHA course required for SSHO, alternate SSHO, or a Designated representative (DR).

* Dual roles for SSHO to provide concurrent oversight on Phase & Phase II projects. Possible alternates may be requested for safety responsibilities if safety oversight found unacceptable.

Competent Person (CP) – Provide Competent Persons in accordance with EM 385-1-1, Appendix Q and herein. Competent Persons for high risk activities include confined space, cranes and rigging, excavation/trenching, fall protection, electrical work etc. The CP for these activities must be designated in writing, and meet the requirements for the specific activity

* Tom Lafollette CP for Contract.

c. Sub-Contractor Responsibilities

All requirements of the Corps of Engineers Safety Program shall extend to all subcontractors. The Contractor is responsible for apprising his Subcontractor(s) of all requirements under the terms of its contracts as well as the penalties for non-compliance, for coordinating the work to prevent the work of one trade from interfering with or creating hazardous working conditions for other trades, and for making the necessary inspections of his Subcontractors' operations to insure that he is carrying out his Accident Prevention responsibilities.

* Prep meetings, AHAs, and safety manager for each subcontractor planned by Prime.

d. Violations

If recurring violations and/or gross violations indicate that the safety performance is unsatisfactory, retention or some sort thereof will be withheld from the progress payment until corrective action has been completed.

e. Stop-Work Provisions

(1) In the event the Contractor is slow or refuses to comply with the request for correction of conditions contrary to the safety requirements, the Contracting Officer Representative, will issue an order stopping all or part of the work until satisfactory corrective action has been taken.

* COR has authority and will exercise this authority when warranted.

(2) The Contractor shall not base any claim or request for equitable adjustment for additional time or money on any stop order issued under these circumstances.

* Prime Contractor's management staff personnel also have authority to stop work as warranted.

4. Accident Prevention Plan (APP) - Discussion

General: The APP should state the Contractor's intentions and methods of management in implementation of the Corps of Engineers Safety Program for the specific job, including contract compliance with all safety-related requirements. The plan must contain all items as required by EM 385-1-1, including staffing and qualifications, administrative procedures, training and indoctrination of workers, accident reporting procedures, emergency plans, etc. (see Chapter 1 and Appendix A of the Safety Manual). The plan must indicate an organized safety program where the safety requirements, made under a contractual obligation, are to be met the same as any other provisions of the contract. It must include all work to be performed by all Subcontractors, and measures to be taken by the Contractor to manage their implementation.

Once accepted by the Contracting Officer, the APP and attachments will become part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.

* Any changes would require amendment and official resubmittal for anything added or revised in the approved APP.

5. Safety & Health Requirements Manual

a. Waivers to EM 385-1-1

Waivers to EM 385-1-1 can be granted only by the Office, Chief of Engineers, Washington, D.C. Waivers must be requested in writing and submitted to the Contracting Officer Representative. In all instances however, protection equal to or greater than the intent of the pertinent provision, will be provided. The Government Representative and his staff have no authority to approve exemptions or grant waivers to safety requirements delineated within the Safety & Health Requirements Manual, EM 385-1-1.

b. Radiological Safety: EM 385-1-1, Section 6

(1) NO radioactive materials will be stored, handled, or used on any Corps of Engineers or Contractor work under this contract without the prior written approval of the New York District, Safety Office.

(2) Soil Density Test - If the Contractor or any of its Subcontractors proposes to use meters containing radioactive materials to obtain unofficial results, the Contractor shall include the use of such meters in the safety program and adhere to all Radioactive Material Permit requirements.

* No density testing planned work for soil/foundation work.

c. Weekly Jobsite Tool Box Safety Meetings: EM 385-1-1, paragraph 01.B.O3

At least one safety meeting shall be conducted weekly by the Contractor, of sufficient duration to provide pertinent safety and health training to enable workers to perform their work in a safe manner. Training shall be conducted by a qualified person (e.g. field supervisors, foremen, safety officer, etc.) for all workers and documented as required. The minutes of the meeting shall be documented with the salient features that were discussed. A sign-in sheet for all attendees shall be appended to this form. The format of the minutes shall be approved by the Government, and the contractor shall incorporate any recommendations.

* 2 separate toolbox meetings planned; for phase I & II. Prime contractor will have one comprehensive weekly safety meetings for its workforce on site for both projects. All pertinent specific safety requirements should be discussed regardless if the meetings are combined or not.

d. Monthly Jobsite Supervisor Safety Meetings: EM 385-1-1, paragraph 01.B.O3(a)

The Contractor shall conduct regularly scheduled safety meetings shall be held at least once a month for all supervisors on the project to review past activities, to plan ahead for new or changed conditions, and establish safe working procedures for anticipated hazards. An outline report of each meeting including safety issues to be discussed shall be submitted to the Government.

* Prime Contractor will conduct weekly supervisors' meetings with safety being a major aspect.

e. Activity Hazard Analysis: EM 385-1-1, paragraph 01.A.09

(1) Prior to beginning each activity of work for the project, an Activity Hazard Analysis shall be prepared by the Contractor. The analysis will address the hazards for the activity and will present the procedures and safeguards necessary to eliminate the hazards or reduce the risk to an acceptable level.

(2) An activity is defined as a type of work involving a type of work presenting hazards not experienced in previous operations or where a new work crew is to perform work.

(3) The analysis will be discussed by the contractor and government on-site representatives during QC "Preparatory Phase Meetings". Work will not proceed on that activity until the Activity Hazard Analysis has been accepted by the Government.

(4) The Contractor is required to submit an Activity Hazard Analysis for the first activity prior to or at the Preconstruction Safety Conference.

* Some AHAs are done and uploaded to QCS already and all others are being finalized. AHAs to be revised as necessary, throughout the life of the project.

f. Accident Reporting and Record Keeping: EM 385-1-1, paragraph 01.D.01, SL C-0002

Handout -ENG Form 3394, Accident Report Form

(1) In general, accidents involving the following must be reported on ENG Form 3394:

a) Any civilian or Contractor accident resulting in medical treatment other than first aid.
b) Injury resulting in lost work day(s).
c) Property damage of $2,000 or greater.
d) Arc flash accidents.

* KTR has ENG-3394 pdf in its possession. Deficiency with safety violations will be tracked similar to phase I project.

(2) Completed reports shall be submitted to the Government within five (5) calendar days after the occurrence. The report shall clearly indicate all codes associated with injuries and operations (see website for listing), as well as the cause of the accident and measures taken by the contractor to prevent recurrence.

(3) If more than one employee is injured in a single mishap occurrence, the Contractor is required to submit a separate ENG Form 3394 for each employee.

(4) Conduct an accident investigation for any weight handling equipment accident to establish root cause, complete the LHE accident report (Crane & Rigging Gear) and submit report to Contracting Officer within 30 calendar days of the incident. Do not proceed with crane operations until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer.

* KTR doesn't expect crane operations for Phase II project.

(5) The following mishaps shall be reported immediately by the most expeditious means (verbal or telephonic) to the Contracting Officer Representative:

a) Fatality (Class A Accident) or serious injury-permanent disability (Class B Accident).
b) When three (3) or more persons are hospitalized.
c) Property and/or equipment damage of $100,000 or more.

(6) Except as indicated above, the Contractor shall notify the Government of any reportable accidents within 24 hours of occurrence.

(7) Submit crane inspection required reports in accordance with USACE EM 385-1-1, Appendix I with Daily Reports of Inspections.

g. OSHA Form 300: EM 385-1-1, paragraph 01.D.04

A daily record of all general first aid treatments not otherwise reportable shall be maintained on OSHA Form 300 or an approved equivalent, and copies furnished to the Government on a monthly basis. The Form will be posted at the First Aid station.

h. Safety Exposure Reports: EM 385-1-1, paragraph 01.D.04.

(1) The Contractor is required to maintain a record and report total monthly man-hours for all contractor and subcontractor personnel exposed to potential accidents on the project site.

(2) Total monthly exposure man hours shall be reported on a form and shall be submitted to the Government by the 3rd of each month. The report should reflect man-hours per certified payrolls.

NOTE: Any delays in submitting this report will delay processing of monthly payment estimates.

i. Inspection of Construction Equipment: EM 385-1-1, paragraph 16.A

(1) Before any machinery or mechanized equipment is placed into use, it shall be inspected and tested by a competent mechanic and certified to be in safe operating condition.

(2) Defective equipment will not be allowed to operate until deficiencies are corrected and the piece of equipment is re-certified to be in safe operating condition.

(3) The contractor shall designate a competent person to be responsible for the inspection of all machinery and equipment daily and during use to make sure it is in safe operating condition.

(4) Records of tests and inspections shall be recorded on a form. These forms shall be attached to Daily Quality Control Reports (QCRs).
* Reports will be done daily but submitted on a weekly basis.

(5) All construction equipment shall be equipped with required reverse alarm, seatbelts, rollover protection and rear view mirrors. Rollover protection identification shall include make and serial number of equipment, manufacturer's name and number.

(6) Fire extinguishers are required on all pickups and equipment.

(7) The use of headphones for entertainment is prohibited.
* KTR to enforce this restriction.

(8) Machinery and Mechanized equipment shall be operated only by designated qualified personnel.

j. Cranes and Derricks: EM 385-1-1, Section 16.C

(1) Prior to renting equipment, the Contractor should assure that the rental company can provide equipment meeting all safety requirements.

(2) Inspection – The Contractor is required to inspect, test, and certify that the equipment is in safe operating condition prior to the start of work to include verification that the operator is qualified to safely operate the equipment.

(3) Cranes shall be equipped with a boom angle indicator and a load-indicating device or a load-limiting device to prevent loading beyond the manufacturer's rating at any boom radius and counter-weighted position.

(4) Copies of performance tests of crawler, truck, and wheel-mounted cranes shall demonstrate the strength, stability, capability, and adequacy of power, brakes, clutches, and controls to safely maneuver 125% of the anticipated load. Performance tests shall be submitted to the Government prior to placing the equipment in operation.

(5) Crane Operators must have qualifications in writing.

(6) Critical Lift Plans shall be submitted for approval prior to operations, where required by EM 385-1-1.

(7) Crane Signals (EM 385-1-1, 16.C.11 and Section 8-8) – Only one (1) person will give signals to the crane operator. This person must be experienced and familiar with the proper signals.

k. Positive Fall Protection: EM 385-1-1, paragraphs 5F, 5G & 21C

(1) Prior to commencement of work phases in elevated areas, the Contractor shall address all provisions of the positive fall protection system in the activity hazard analysis for that phase.

(2) Emphasis on this project should be placed on providing 100% fall protection for fall hazards over 6 feet height. Guardrails, safety belts, and lifelines, approved scaffold planking and proper erection of same, proper access to scaffold areas, barricades for trenching, properly constructed ladders must be used where required. Special attention is directed to the requirement for scaffolds to be erected and dismantled under supervision of a competent persons, and maintained in accordance with the "Manufacturer's Instructions ". The Contractor will provide a copy of these instructions to the Corps of Engineers.

* Guardrail system will be used for roofing work. Single section Scaffold planned but will not be long enough to require additional bracing to existing structures. Correct height ladder use will be strictly enforced.

l. Elevated Work Areas: EM 385-1-1, Sections 21 & 22

Perimeter guardrails shall be installed at floor, roof, or wall openings more than 6 feet above an adjoining surface and on roof perimeters. Railings must withstand 200 lbs force without failure in any outward or downward direction at any point along the top rail, and shall not deflect to a height less than 39 inches to provide adequate stability under any anticipated impact loading. As a minimum, the rails shall consist of a top rail at a height of 42 inches (+/- 3"), a mid rail (halfway between the top-rails and the floor) and a toe board. Mid-rails, screens, mesh, etc. shall resist without failure a force of 150 lbs.

m. Formwork and Falsework: EM 385-1-1, Section 27

(1) All formwork, falsework, structural shoring, and bracing shall be designed, erected, braced, and maintained so that it will safely support all vertical and lateral loads that might be applied until such loads can be supported by the structure.

* Trench box planned if deep trenches are required. Right now, it's uncertain if this will be required. To be coordinated with COR as work progresses.

(2) The design of formwork and falsework shall be submitted for review to the Corps of Engineers.

n. Temporary Electrical: EM 385-1-1, paragraph 11.D

(1) Temporary wiring shall be guarded, buried, or isolated by elevation to prevent accidental contact by workers or equipment. Temporary lighting circuits shall be separate from electric tool circuits.

(2) The Contractor is to submit a sketch of his proposed temporary electric power service, including all feeders, panels, disconnects, meter, circuit breaker ratings, provision of GFCI etc. The plan should include a "plan layout" and a single-line diagram of the distribution system. Temporary electrical will not be installed until detailed drawings are approved by the Government.

* Existing panel will be moved and used as temporary utility. New line diagrams to be provided to COR and will be attached to submitted APP currently under review.

(3) Ground resistance and circuits shall be measured at the time of installation and shall comply with EM 385-1-1, 11.C.02 and 11.C.04. The measurement shall be recorded and a copy furnished to the Government.

o. Electrical Circuit Protection: EM 385-1-1, Section 11.B & 11.C.O5

(1) Electrical Circuit Protection – All outlets shall have ground fault circuit interrupters (GFCI) for personnel protection. GFCI's shall be provided for extension cords and for all permanent receptacles. A testing means shall be provided which will impose a measured fault of 5 milliamperes and result in tripping the GFCI unit.

(2) Recurring problems have existed with the use of portable electric generators and welding machines. When these pieces of equipment include receptacles they shall also be provided with GFCI. The Government will "red-tag" any such equipment not providing the required GFCI.

p. Fire Prevention and Protection: EM 385-1-1, Sections 9 & 10

(1) Cutting or welding will be permitted only in areas that are or have been made fire safe. Where possible, all combustibles shall be located at least 35 feet horizontally from the work site. Where such location is impracticable, combustibles shall be protected with flame-proofed covers or otherwise shielded with metal or asbestos guards or curtains. Edges of covers at the floor shall be tight to prevent sparks from going under them. This precaution is also important at overlaps where several covers are used to protect a large pile. Other fire prevention precautions shall be in accordance with the latest National Fire Code. Gas cans must be equipped with a flame arrester.

* Cannot use asbestos guards and not expected to be used on the project. Joint walkthrough to be conducted immediately after Marines move out. Both parties will ensure the entire site is free of spills or hazards left from VMF operations prior to start of any work under Phase II contract.

(2) Hot work permits required by the installation will be prepared and accepted by the designated authority prior to commencing any welding or cutting activities. Current procedure to notify local FDNY prior to commencement of hot work each day is to be followed.

* Current Phase I procedures to be strictly followed.

q. Housekeeping: EM 385-1-1, paragraph 14.C

(1) The Contractor shall keep the work area, including storage areas, free from accumulations of waste materials. Daily cleanup is a requirement of this contract, and will be STRICTLY enforced.

(2) The Contractor shall assign sufficient personnel to insure strict compliance with housekeeping and clean-up requirements of the contract clauses.

(3) The Contractor shall submit a detailed plan for implementation of this requirement in the APP.

NOTE: Good housekeeping is an indispensable part of any construction program. It reduces possibility of personal injuries, reduces losses due to fires and damaged equipment, stimulates employee moral and improves progress. Since good housekeeping is a natural solution to these and many other problems which affect progress of the work, the Government will insist that contractors keep construction areas, including storage areas used by them, free from accumulation of waste material or rubbish at all times.

r. Jobsite Safety Surveys: EM 385-1-1, paragraph 01.A.08

(1) Weekly job site safety surveys will be performed by the contractor and attached to their daily quality control report. These inspections will be accomplished in addition to daily safety inspections conducted by the contractor.

(2) If the Corps of Engineers' representative encounters any safety violations during their site inspections, they will be documented in the daily report as deficiencies.

s. Drinking Water: EM 385-1-1, Section 02.A

(1) An adequate supply of cool drinking water shall be supplied from sources approved by Federal, State, or local health authorities or treated in accordance with EM 385-1-1, paragraph 02.A.01.

(2) Drinking water shall be dispensed by means which prevent contamination between source and the consumer.

(3) The common cup is prohibited. A sanitary container for the paper cups and a waste receptacle for the used cups shall be provided.

t. Toilets: EM 385-1-1, Section 02.B

(1) Sanitary toilet facilities shall be provided at each construction job site in the ratio of not less than one for each 20 employees or fraction thereof.

(2) Provisions for routinely servicing and cleaning all toilets and disposing of the sewage shall be established before placing the toilet facilities into operation.

(3) Washing facilities shall be provided.

u. Medical Requirements: EM 385-1-1, paragraph 03.A.01

(1) Prior to start of work, arrangements shall be made for medical facilities, ambulance service, and medical personnel to be available for prompt attention to the injured and consultation on occupational health.

(2) Local hospitals have provided such services in the past and it is recommended that they be contacted by the Contractor.

(3) Emergency phone numbers shall be posted next to or on the job site telephone.

v. First Aid: EM 385-1-1, Section 03.B

(1) Adequate first aid kits, minimum 16 unit first aid kits, shall be provided in the ratio of one for each 25 persons or less. First aid kits shall comply with OSHA 1910.151 and 1926.50.
* Currently have 2 kits in the trailer and subcontractors have their own as well.

(2) The contents of each first aid kit shall be checked by the employer before being sent out on each job and at least weekly when work is in progress to insure that expended items are replaced.

(3) If medical facilities are not accessible within 5 minutes at least two or more employees shall be qualified to administer first aid and CPR. They will be certified by the American Red Cross or equivalent.
* Certificates to be sent to COR and will be included in the APP currently under review.

w. Personal Protective Equipment (PPE): EM 385-1-1, Section 05

(1) Personal protective apparel, reflective vests, footwear, gloves, goggles, ear protection, etc., must be utilized as required. Employees shall wear clothing suitable for the weather and work conditions. The minimum shall be short sleeve shirt, long trousers, and leather or other protective work shoes or boots. Canvas, tennis or deck shoes are not acceptable.

(2) Hard Hats (EM 385-1-1, Section 05.D): All personnel working or visiting construction activities shall be required to wear protective headgear. The entire job site is designated as a hard hat area and personnel will be required to wear hard hats at all times for their own protection. The contractor shall ensure that a sufficient number of "Hard Hat Area" signs are provided for this contract. These signs will be installed as soon as possible and within 15 days after commencement of work.

(3) Employees will be trained in the proper use and care of personal protective equipment provided to them including the limitations of the protective equipment.
* Loose clothing and ripped pants are prohibited and should be addressed immediately to adhere to PPE requirements.

x. Traffic and Dust Control: EM 385-1-1, Par. 21.I & 16.M.09(i)

(1) Traffic patterns will be established and enforced.

(2) Dust controls shall insure safe operation at all times.

y. Excavations: EM 385-1-1, Section 25

Requirements for shoring of excavations four feet or more, and shoring design by a qualified individual shall be discussed. In addition, the types of protection required around excavations for the type of traffic expected shall be discussed. Requirements for digging permits to be followed and shoring plan submitted and approved prior to start of all earthwork (31 00 00 para 3.4) as applicable.

* Silt fence to be used around excavated area perimeter.

z. Material Safety Data Sheets (MSDS): EM 385-1-1, Paragraph 01.B.04

The MSDS must be submitted at the time of the delivery of any hazardous materials to the jobsite. A copy of the MSDS must be kept on the jobsite and access to these must be made to everyone/anyone. MSDS must be followed in all areas, especially material handling, packaging, transporting and disposal. They also contain information on medical treatment, proper uses and reactions. Inventories and a site map (storage area) must be maintained at the project office and jobsite (EM 385-1-1, 01.B.O4).

* MSDS book to be kept current separately for Phase I & II projects.

6. Contract Specific Safety Requirements

a. Public Safety

(1) The Contractor shall conduct his operations so as to offer the least possible obstruction and inconvenience to public traffic, and all traffic shall be permitted to pass through work with as little delay as possible. Obey local command speed limits when operating vehicles on base.

* 15 MPH speed limit strictly enforced by local Marines.

(2) Where the nature of construction operations in progress and the equipment and machinery in use are of such character as to endanger passing traffic, the Contractor shall provide such lights and signs, erect such fences and barriers, and station such guards as may be necessary to give adequate warning and to avoid damage and injury to passing traffic.

b. Hazardous Waste Remediation – Specs 02 82 14.00 10 & 02 83 13.00 20

Project design includes work associated with PCB, lead paint, friable and non-friable asbestos, and other OSHA regulated chemicals. Copies of signed agreements between the Contractor (including subcontractors and transporters) and the asbestos waste disposal facility to accept and dispose of all asbestos containing waste shall be provided.

(1) Detailed Asbestos Hazard Abatement Plan (AHAP) shall be submitted as a separate appendix and incorporated into the APP. The APP and associated AHAP, AHA shall take into consideration all the individual asbestos abatement work tasks identified in “Table 1” of section 02 82 14.00 10.

(2) Independent Air Monitoring: New York requires air monitoring before, during, and after abatement of asbestos and lead. Air monitoring is part of the abatement work. If clearance sampling results fail to meet the final clearance requirements, pay all costs associated with the required re-cleaning, resampling, and analysis, until final clearance requirements are met.

(3) If unforeseen hazardous material not identified under contract is identified, COR needs to be notified immediately. The Contractor shall test the material at an independent testing lab per applicable State regulations and methods to determine if the material’s hazardous. Modification will be issued if material’s found to be hazardous.

* If testing is required, USACE will direct KTR to proceed with testing and conduct follow up abatement on case by case basis.

(4) Warning Labels - Warning labels shall be affixed to all asbestos disposal containers, asbestos materials, scrap, waste debris, and other products contaminated with asbestos.

(5) Medical Surveillance Requirements – Medical surveillance requirements shall conform to 29 CFR 1926.1101. Asbestos workers shall be enrolled in a medical surveillance program that meets 29 CFR 1926.1101.

(6) Respiratory Protection Program – The Contractor's Designated IH shall establish in writing, and implement a respiratory protection program in accordance with 29 CFR 1926.1101 and 29 CFR 1910.134.

(7) Respiratory Fit Testing – The Contractor's Designated IH shall conduct a qualitative or quantitative fit test conforming to Appendix A of 29 CFR 1910.134 for each worker required to wear a respirator, and any authorized visitors.

(8) Notify the Contracting Officer 20 days prior to the start of any lead work.
* No lead work planned or required based on contract plans.

(9) Lead Compliance Plan & Lead Waste Management Plan: Submit a detailed job-specific plan of the work procedures to be used in the disturbance of PWL or MCL. The plan shall include a sketch showing the location, size, and details of lead control areas, critical barriers, physical boundaries, location and details of decontamination facilities, viewing ports, and mechanical ventilation system. Lead Waste Management Plan shall be submitted in accordance with applicable spec section and approved prior to conducting any work.

(10) Specialized Protective Equipment/Clothing for Hazardous Waste Removal:

a) **Respirators, Protective Body Suits, Head Covering, Gloves, Eye & Foot Covering** – For use in atmosphere containing asbestos, lead dust, fume & mist per 29 CFR 1926.62.
b) Furnish two (2) complete sets of lead construction PPE daily to include disposable whole body covering daily.
c) Furnish three (3) complete sets of whole body protection, asbestos construction PPE for entry to the regulated area.

NOTE: All asbestos & lead requirements per Contract specifications and associated regulations will be discussed extensively in higher level of detail during the prepatory meetings.

c. Hygiene – Specs section 02 82 14.00 10 Para 1.10

Establish a decontamination area for the decontamination of employees, material and equipment. Ensure that employees enter and exit the regulated area through the decontamination area. Decontamination area “Exit Procedures” shall be followed in accordance with para 1.10.4. Establish a training program as specified by EPA MAP, training requirements at 40 CFR 763, OSHA requirements 29 CFR 1926.1101 (k) (9). Training documentation to be provided to COR for record.

(1) **3-Stage Decontamination Area** – the decontamination unit shall have an equipment room and a clean room separated by a shower that complies with 29 CFR 1910.141. Equipment and surfaces of containers filled with ACM shall be cleaned prior to removing them from the equipment room or area. Two separate lockers shall be provided for each asbestos worker, one in the equipment room and one in the clean room. Provide a minimum of 2 showers.

(2) **Load-Out Unit** – A temporary load-out unit that is adjacent and connected to the regulated area and shall be provided. The load-out unit shall be attached in a leak-tight manner to each regulated area.

(3) **Single Stage Decontamination Area** – A decontamination area (equipment room/area) shall be provided for Class I work involving less than 25 feet or 10 square feet of TSI or surfacing ACM, and for Class II and Class III asbestos work operations where exposures exceed the PELs or where there is no negative exposure assessment.

d. Specialized Personnel or Safety Programs

As part of a comprehensive safety program for hazardous material related work, following personnel are required to be on site and serve critical roles as identified under specs section 02 82 14.00 10.

(1) **"Designated Competent Person":** Contractor/Supervisor Individual who supervises asbestos abatement work and has EPA Model Accreditation Plan (MAP) Contractor/Supervisor" training; has EPA/State certification as a "Contractor/Supervisor".

(3) **"Designated Industrial Hygienist (IH)":** The Contractor's Designated IH shall establish in writing, and implement a respiratory protection program and conduct a qualitative or quantitative fit test conforming to Appendix A of 29 CFR 1910.134 for each worker required to wear a respirator and authorized visitors.

(4) **Asbestos Abatement Workers:** Meet the requirements contained in 29 CFR 1926.1101, 40 CFR 61, Subpart M, and other applicable federal, state and local requirements. Worker training documentation shall be provided as required on the "Certificate of Workers Acknowledgment" in specs section 02 82 14.00 10.

(5) **"Physician":** Asbestos & lead abatement workers shall be enrolled in a medical surveillance program that fully meets requirements set forth in specs. A designated physician currently licensed by the state who will perform medical exams and evaluations of the persons who will conduct asbestos abatement work activities.

e. Confined Space Entry

Confined spaces on the jobsite will be identified and labeled by the contractor. Contractor shall acknowledge that only trained and qualified individuals will be allowed in confined spaces. Confined space entry plans shall be submitted before entry.

* If confined space is identified at any stage, plans would be submitted and work will proceed only after plan is approved by COR.

f. Base or Owner Safety Practices and Procedures

Compliance with all local (base or owner) safety access and procedures shall be discussed, and should be incorporated into the APP.

g. Electrical Work – Specs 01 35 26 para 3.8

Electrical work is to be conducted in a de-energized state unless there is no alternative method for accomplishing the work. Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut.

* Adhere to strict lockout/tagout procedures.

1. Arc Flash – Conduct a hazard analysis/arc flash hazard analysis whenever work on or near energized parts greater than 50 volts is necessary, in accordance with NFPA 70E.

* Proper PPE required and will be followed by subcontractor.

2. Grounding – Check grounding circuits to ensure that the circuit between the ground and a grounded power conductor has a resistance low enough to permit sufficient current flow to allow the fuse or circuit breaker to interrupt the current.

* Every 3 months, grounding conductor program will be implemented.

3. Testing – Temporary electrical distribution systems and devices must be inspected, tested and found acceptable for Ground-Fault Circuit Interrupter (GFC) protection, polarity, ground continuity, and ground resistance before initial use, before use after modification and at least monthly.

* Test GFCIs monthly.

Closing Discussions: NONE

Acknowledgement and Exceptions

The Contractor fully agrees to comply with the Safety requirements discussed in detail during this meeting for the duration of construction of this project. A mutual understanding of the Safety Program details was reached by the Contractor and the Government.

Note: "Applicable Contract Provisions" are not intended to be all-inclusive, and are intended to highlight important points only.

Signatures of Representatives

Signature of Contractor Representative:

(b)(6)

Date: 12 Jan 2017

Exceptions taken: Yes ( ) No ( )
Please explain any exceptions taken on an attached sheet.

Signature of U. S. Army Corps of Engineers Representative:

(b)(6)

Date: 12 January 2017

Administrative Contracting Officer